

Policy on Uncollected Children

(Also see Procedure for Uncollected Children)

All Occasions

The nursery has an obligation to care for any uncollected child. The late collection of a single child at the end of the day requires that two carers must remain to ensure that care levels and health and safety conditions are met.

The nursery must not release the child to an unknown person, even if the collection is late, unless the condition stated in the Child Information Request form have been satisfied.

A record will be kept of all children who are not collected by the due time. This will note the date and time at which the child was collected, who collected the child and the reason for lateness.

Charges for late collection of children will be levied as follows. (90% of levied charges will be paid to the staff covering as applicable.)

In the first incident of late collection a charge of £15 per quarter hour, or part thereof, will be levied. If a second or subsequent incident of late collection occurs within one month of a previous late collection the charge will be £25 per quarter hour, or part thereof.

When late collection occurs the nursery will add late collection charges to the client's account. If requested an invoice will be produced.

If late collection continues the nursery will write to the parent and inform them that their contract will be terminated if it continues.

Lunchtime

The child will remain with the nursery in all eventualities, as the safety of the child is paramount.

End of the day

The nursery will care for any uncollected child at the end of the day, until that child is collected or turned over to a responsible body. The procedure for handling the late collection of children details what actions to take.

Financial Responsibility

If the late collection of a child causes the nursery financial loss by any means including loss of fees because another child is refused admittance or by legal action or the threat of it the "contracted person" named on the care agreement will be required to make good the loss.

The Procedure for Uncollected Children is detailed in the nursery procedures.

This policy was reviewed and amended on 8th October 2020.